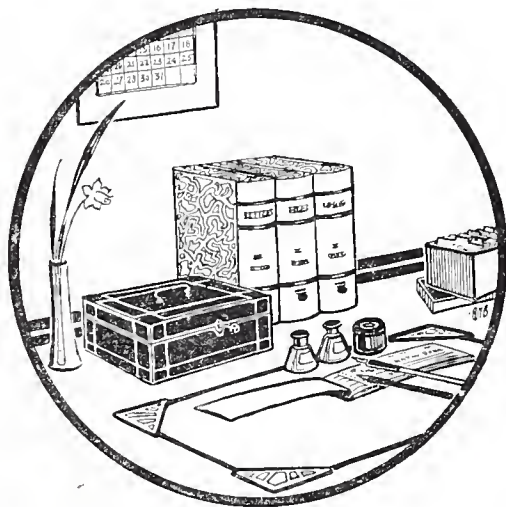


BUSINESS METHODS FOR THE HOME



THE BUSINESS OF THE HOME is producing good citizens; it should handle its problems of property and money as systematically as business concerns that produce merchandise.

A DEFINITE PLAN for carrying on the business should be adopted. It should take account of how much money is available, and how it shall be used to provide the things which are necessary and desirable according to the standards of the family.

SIMPLE PRECAUTIONS should be taken for protecting the property of the family and the interests of all its members.

SAVING IS ESSENTIAL to the safety of the home because there must be provision for sudden emergencies, "getting on in the world," and for times when the income is reduced.

SAVINGS MUST BE WISELY INVESTED if they are to accomplish their purpose. Put into Government loans and War Savings Stamps, they increase by the interest they earn, they are secured by the credit of the Government; banks will loan money on bonds, and savings stamps can be cashed, in case of sudden need.

THE RESPONSIBLE WORKING PARTNERS OF THE FAMILY FIRM are those who provide the money that supports the home and those to whom the spending is entrusted. The children should have a gradually increasing share in the management, so that they may learn by experience what are good business methods in the home.

Thrift Leaflet No. 18

UNITED STATES
DEPARTMENT OF AGRICULTURE & TREASURY DEPARTMENT



KEEPING TRACK OF EXPENSES AND POSSESSIONS

No business can succeed unless it keeps accurate track of its affairs. The affairs of the home are usually simple, but it is poor management to rely entirely on memory to record them.

Records are needed for facts of three kinds:

1. THE BUDGET

This is a carefully made plan for dividing the probable income among the necessary and desirable things, such as rent, food, clothing, operating and personal expenses, education, recreation, gifts, and savings. It is worked out in advance and usually written down for easy reference. Thrift Leaflet No. 2, "Seven Steps Toward Saving," tells how to make one.

2. ACCOUNTS OF MONEY RECEIVED AND SPENT

Keep these in the way that suits you best, account book, cards, check-book. Summarize the results monthly, quarterly, or yearly, and compare these summaries with earlier ones and with the budget to see if there are ways of using the money to greater advantage.

3. STATEMENTS OF WHAT THE FAMILY OWNS

These should include not only lists of real estate, bank deposits, stocks, bonds, and similar property, but also inventories of household furnishings and personal belongings. Keep these lists up to date. Include the purchase price and present value of the more important items. Such lists help in making out tax returns, in taking out insurance, in adjusting insurance claims, and in settling estates. They are the best means of knowing the financial condition of the home.

When part of the materials used in the home are produced on the home farm, the record of these is a necessary part of the home records. A fair way to value them is at current market prices.

KEEP RECORDS

Send for Thrift Leaflet No. 2, which tells how to make a budget and gives a simple account form.

Summarize your expenditures and savings monthly and yearly, using the form below:

SUMMARY OF EXPENDITURES

Month	Food	Shelter	Running expenses	Clothing	Personal expense	Sundries.	Totals
Jan.							
TOTALS	_____	_____	_____	_____	_____	_____	_____

SUMMARY OF SAVINGS

Month	W. S. S.	Liberty Bond payments	Bank deposit	Life insurance	Other savings	Total savings
Jan.						
TOTALS	_____	_____	_____	_____	_____	_____

KNOW WHAT YOU ARE WORTH

Estimate the value of your property at present and on the same date last year. How much did it grow during the year? How much can you increase your savings and property by next year?

	Estimate onday of					
	1918	1919	1920	1921	1922	1923
W. S. S. owned.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
Liberty Bonds, owned and payments made..						
Money in bank.....						
House and lot (less mortgage)						
Furniture						
Other furnishings.....						
Clothing and accessories						
Life insurance (cash value)						
Other property.....						

Total value of all property..... \$.....

Debts, (subtract from above)..... \$.....

Net value of all property..... \$.....

Increase, over last year..... \$.....

START YOUR RECORDS TODAY

SPEND WISELY



SAVE SANELY

THINGS TO REMEMBER

Each family must decide whether it is wiscr to buy or to rent its house. Not more than twice the annual income should be invested in the house one lives in. One-tenth of the value is a fair estimate of the annual cost of taxes, repairs, insurance, and the balance left is a fund for future improvements and interest paid to oneself on the investment. Real estate should not be purchased unless the title is proved clear.

All contracts must be drawn up in correct legal form to be valid. Only lawyers of recognized standing should be consulted. Wills save cost and trouble in settling an estate.

Important papers should be stored in a safe, fire-proof place to which it is advisable that more than one responsible person have access.

It is wise to carry fire insurance equal to their value on buildings and their contents. Life insurance often assures to one's dependents ready money when it is greatly needed or provides funds for one's own future. Reliable advisors should be consulted regarding forms of policies and payments. The issuing company, number, value, and date of expiration of every insurance policy should be kept on record.

A current account in a reliable bank (for example, one under State or Federal supervision) is a convenience as well as a protection to one's money, in paying bills, in keeping track of income and expenditure, and in giving the depositor a claim to financial advice from the bank officers.

Investments should be made for safety rather than for large or quick returns. Advice should be taken only from disinterested persons of recognized business ability. Government bonds, War Savings Stamps, and Treasury Savings Certificates (the new \$100 and \$1,000 Government securities paying 4% compound interest) are safe and convenient investments, especially for current savings.

THEN BUY WAR



SAVINGS STAMPS
